

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0066080	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)			
3. Division West Region			12. Proposed Class Title			
4. Section ISD	For Use By	13. Allocation				Position Number
5. Unit Prevention and Protection Services		14. Effective Date				
6. Location (address where employee works) City Newton County Harvey		15. By	Approved			
7. (circle appropriate time) x Full time x Perm. Inter. Part time Temp. %	Personnel Office	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM <i>The position may require work beyond normal business hours including evenings, weekends, and holidays to meet the needs of the customers. There may be little to no notification of the need to work beyond normal business hours due to the immediate need to ensure safety of the customers we serve.</i>		17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

The direct service social worker will provide protective and preventive services. Prevention is defined as prevention for out of home placement for children. The social worker will investigate allegations of abuse and neglect, perform risk and safety assessments, develop safety plans, provide information about and referrals to community resources for at risk families, and make appropriate referrals to contracted family preservation and foster care providers.

This position works in a cooperative fashion with customers, staff, and agency partners to provide efficient and effective service. At DCF, the customer is placed at the center of planning, policy development, program implementation, and practice with customer outcomes driving decision-making at all levels. By integrating services, we create and maintain a prevention focus as a way of doing business by interacting and engaging with others to proactively foster well-being.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Lori L. Hardin	Social Work Supervisor	

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Lori L. Hardin	Social Work Supervisor	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Under the direction of a Social Work Supervisor, the worker is allowed to develop methods of case work within the scope of established policy, Kansas Law, and federal guidelines. Considerable latitude is given in direct work with consumers as to which services to provide, when, and how often. Cases are assigned in writing in a general manner without much detail.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1 35%	E	<p>Customer Service</p> <p>Investigates child abuse allegations and provides prevention services to maintain children in their homes. Refers children and families to appropriate Child Welfare Case Management Providers. Attends initial meetings and initial case plan with Child Welfare Case Management Providers and families. Testifies at court hearings for temporary custody, adjudication, and termination of parental rights. Attends meetings as requested for mental health services. Develops alternative to meet customer needs by being open minded, using creative thinking and problem solving skills.</p> <p>Provision of Family Services: Using the Family Based Assessment as the basis for service delivery, Social Worker plans, provides and teaches identified services to family members to effect behavioral changes what will allow family members to gain insight about themselves and relationships with others, learn problem-solving techniques, make needed social adjustments, set and achieve realistic goals, and become as self-sufficient as possible. Social Worker uses advanced interviewing, communication and counseling skills that simultaneously apply ethical standards, sound knowledge of social work practice and human behavior. The Social Worker constantly reassesses the family during the course of the service contract to assure safety of members and provision of essential service need to remedy identified problems as they arise.</p> <p>Included services are counseling by worker with youth and family, placement crisis management on as-needed basis when placement is threatened or youth becomes at risk (run-away, suicidal, etc.). Placement supervision entails frequent one-on-one contact between Social Worker and youth and between Social Worker and family. Periodic court appearances are mandated on these cases.</p>
2 25%	E	<p>Teamwork</p> <p>Team Membership/Team Leadership: Worker participates as a team member with physicians, psychologists, school and court personnel, Social Workers, counselors and others, in planning and implementing family and individual treatment programs. Worker must, at times, serve as a team leader, and other times will be a contributing team member as teams provide wraparound services to enable family to meet the goal of remaining together. Worker will develop plans for families to maintain children in a safe, stable environment, while ensuring the families receive all necessary and eligible services that are needed.</p>
3 20%	E	<p>Communication</p> <p>Knows, understands, and communicates agency direction to others and relates work to overall goals of DCF and state government. Communicates with customers, the community, managers and co-workers in a manner that is courteous, respectful, and protects human dignity. Establishes rapport and engages with customer in a manner which allows incumbent to effectively assess customer needs through allowing the customer to tell their story. Communicates options for agency and community services to meet identified customer needs in a manner that the customer can understand. Effectively communicates customer needs to team leader, other team members, and appropriate community partners in order to facilitate development of a customer-driven service delivery plan.</p> <p>Worker will meet weekly or as needed with supervisor to discuss case. Maintaining timely and accurate communication is essential in assuring a smooth operation and to ensure services are delivered to clients</p>

		effectively. Case logging will be done on an ongoing basis. All additional forms, reports and letters will be completed in accordance with agency policies, regulations and procedures (including letters or requests to County or District Attorney, and notices sent to parents and/or alleged/substantiated perpetrators at the time of case finding). Family Service cases will include the required paperwork in the file and be signed by all parties at the time the case is initiated. Family Preservation and Foster Care referrals will be made, and worker will perform duties associated with these referrals according to agency policies and procedures. Internal and external communication with all parties involved must be on-going and consistent, as to ensure child safety and excellent customer service Reviewed by supervisor at weekly conference for timeliness, thoroughness and accuracy.
4 20%	E	<p>Leadership</p> <p>Demonstrates leadership by fostering a commitment to achieving mission, vision, and guiding principles of the agency, the region, and the Prevention and Protection line of business. Identifies gaps and needs for community and agency services and seeks to develop needed services. Models behavior expected from others. The worker will be a positive role model for the agency. The worker will sometimes participate on task force groups, meetings in the community, etc. The worker will actively participate in unit meetings and training seminars. The worker will receive training from the agency in order to assess families and to provide services. It is the responsibility of the worker to accumulate 40 Continuing Education Units (CEU's) every two years to maintain their social work license. Work will be reviewed by supervisor at weekly conference or as need for timeliness, thoroughness and accuracy.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
☒ Major program failure, major property loss, or serious injury or incapacitation.
☐ Loss of life, disruption of operations of a major agency.

Please give examples.

Incorrect policy adoption and implementation could result in depletion of limited resources; affect the well-being of low income consumers; loss of staff and federal funding; and lawsuits and/or civil actions. Children could be harmed or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives. Ineffective delivery of program services could result in prolonged dependency on assistance programs.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Person in this position is in constant contact with other employees of DCF, courts, school, physicians, and others in order to deliver protective and family services to consumers.

This position requires daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts by this position are: in person (often in the home of the customer and sometimes in the office) by telephone, or email to provide information regarding agency programs, policy, and procedures and to obtain input for evaluation, change, and to insure local and government cooperation.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves hazards, risks or discomforts typical of working with or around abusive or hostile clientele. Exposure to disagreeable weather conditions, disease, unsanitary conditions, risk of physical injury, and extreme levels of temperature, inadequate ventilation and lighting are normal.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, scanner, calculator, shredder, telephone, and typewriter, all general office equipment, and vehicle to travel for business required. Frequent use of digital cameras and occasional use of video cameras, audio recorders is required.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Bachelor's Degree in Social Work

Education or Training - special or professional

Minimum Bachelor's Degree in Social Work

Licenses, certificates and registrations

License to practice social work in the State of Kansas at the time of hire.

Security Clearance; Maintain a valid driver's license

Selective certification must first be approved by the State Division of Personnel Services.

Special knowledge, skills and abilities

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge

*Knowledge of ethical standards, principles, and practices of social work, counseling, and human behavior.

*Knowledge of clinical assessment principles and techniques.

*Knowledge of interviewing and other information gathering techniques.

Knowledge of principles of consulting, teaching, and learning.

Knowledge of the structure and function of mental health and welfare services.

*Knowledge of the theories of group interaction and therapeutic intervention.

Knowledge of client outcome identification and measurement.

Abilities

*Ability to develop and implement individual treatment plans with flexibility and independence.

*Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practice.

*Ability to work efficiently and effectively with other staff and community organizations.

*Ability to function constructively under the pressures and risks involved in working with persons having complex social, physical, emotional, and mental problems.

*Ability to identify dysfunctional relationships and environmental conditions.

*Ability to exercise sound judgment in the performance of assigned responsibilities.

*Ability to write meaningful, concise, and accurate reports and correspondence.

Ability to provide testimony at court hearings.

*Necessary at Entry

Experience - length in years and kind

Six months experience assisting individuals and families with social and economic problems as a licensed social worker.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Work is in local office, community settings and in client homes. The employee may be required to perform handling activities with lightweight or easily moved items (e.g. books, file folders, boxes of office supplies, small machine parts, etc.); perform moving activities for brief periods; operate light equipment; perform repetitive motions for brief periods. This employee must have the ability to communicate clearly in person, by phone, e-mail, written case logs, and various reports and letters required for this position. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, trainings, and conferences, when conducting interviews and safety

assessments, and when transporting children, etc.

Employee is instructed to use standard safety devices available and provided for machinery and equipment, e.g. wrist rests for computer keyboards, seatbelts for automobiles, etc. Employee is instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. When transporting agency customers or youth in custody, staff are instructed to take precautions to insure their safety and the safety and welfare of those being transported, including adherence with child safety seat regulations, and adherence with state policy in regard to use of cell phones and other electronic devices when operating a vehicle in the course of conducting state business. Employee is cautioned to execute strict key control for agency facilities and lock all doors after normal duty hours. To ensure the safety of employees and customers, West Region Staff are expected to display their ID badges when at the work site, and to comply with approved safety policies and procedures posted on the regional web page.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date